

Three panel discussions  
with SANBAG and RCTC



Explore various  
exhibit booths



# Business 2 Business Expo

Network with other  
small businesses



## WELCOME ATTENDEES



Meet prime contractors

October 7, 2014

Governments  
**SANBAG**  
Working Together

**SANBAG**  
San Bernardino Associated Governments

# HOW TO DO BUSINESS WITH SANBAG

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Contracts Manager

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Procurement Manager



“No audience ever complained about a presentation or speech being too short.”

Anonymous



# WHO WE ARE

A Council of Governments that serves as:

- Transportation Commission - which allocates and programs State and Federal funds for regional transportation projects throughout the county.
- Transportation Authority - which administers the voter-approved half-cent transportation sales tax (Measure I), and provides major transportation improvements within the county.

# WHO WE ARE

- Congestion Management Agency - which implements the plan for addressing congestion and air quality related to transportation facilities throughout the county.
- Authority for Freeway Emergencies - which manages the system of call boxes on major highways throughout the county.

# WHAT WE DO

- Freeway, Streets and Roads
- Transit and Rail
- Council Of Governments Support
- Fund Administration
- Public and Legislative Affairs



A metal signpost is centered in the frame. It consists of a vertical pole with a horizontal arm extending from it. A blue rectangular sign is attached to the arm. The sign has the words 'PROCUREMENT MANAGEMENT' in white, bold, serif capital letters. The background is a bright blue sky with scattered white clouds. The signpost is made of dark metal, and the sign is a solid blue color.

# ***PROCUREMENT MANAGEMENT***

# Core Principles:

- Transparency
- Hiring the most qualified firms
- Doing the right thing by the tax payers
- Treat our vendors well
- Being the “Agency” you want to do business with





Firms must be registered on PlanetBids<sup>TM</sup> with SANBAG in order to receive electronic notifications of RFP's & IFB's.

# QUICK TIPS

- Solicitations are posted on PlanetBids™ so make sure that your vendor profile is up to date!
- Develop relationships
- Stay informed – Attend Board Meetings
- Attend Pre-Bid/Pre-Proposal meetings



# PROCUREMENT OVERVIEW

## Pre-Proposal/Pre-Bid Conference

- Provide overview of the RFP & IFB requirements.
- Respond to questions from interested firms.
- Opportunity to network!

# PROCUREMENT OVERVIEW

- ❑ Written Questions/Approved Equals
  - Questions and changes to the RFP & IFB will be addressed in a written addendum posted on PlanetBids.
  - It is up to each firm to ensure that they receive all Addenda, and to acknowledge their receipt in the proposal or bid.

An hourglass with golden sand is positioned on the left side of the slide. The top bulb is partially filled, and a stream of sand is falling into the bottom bulb, which is also partially filled. The background is a dark blue gradient with some abstract, wavy lines at the top.

# PROCUREMENT OVERVIEW

- ❑ Proposal/Bid Due Date & Time
  - Strict Adherence to time.  
Proposals/Bids that are late will be returned without consideration.

# EVALUATION PROCESS

Staff will perform a responsiveness review

- Ensure that all required information is included
- Identify any exceptions to the contract terms
- Dun & Bradstreet
- References



# AWARDING OF A BID

Bids are awarded to the lowest responsive/  
responsible bidder for IFBs.



**EVALUATION**



# RFP EVALUATION PROCESS

- ❑ Responsive proposals will be evaluated by an evaluation committee based on the criteria and weights identified in the RFP.



# RFP Evaluation Criteria & Weights

- ❑ Criteria is identified in the RFP and is tailored to the specific Scope of Work.
  - Experience of the firm
  - Experience of the proposed staff
  - The proposed approach to the work
  - If not an A&E, then price is considered.

# RFP Criteria & Weights

- Weights – are also developed for each phase of the RFP
- There will be a separate weight for the technical portion and the interview
- Total weight for both portions will equal 100%

# TIPS FOR A SUCCESSFUL PROPOSAL

- Address everything that is asked for in the RFP
- Watch out for little mistakes (grammar)
- Be a problem solver
- Don't include marketing material
- Be specific to the project





## ❑ Other Tips

- Keep it simple
- Use graphics and photos sparingly
- Do not include material that is not relevant

INTERVIEW

22

2

29

# INTERVIEWS

The focus of the interview is:

- Learning more about what is in the proposal
- How does the “team” interact
- Responses to the questions asked

# INTERVIEWS

Firms are asked:

- The same general questions.
- To clarify what is in the proposal.

Interview is not used to negotiate or discuss pricing.

# EVALUATION PROCESS

Interview scores are tallied & firms are ranked.

Negotiations may be initiated; price or terms & conditions.



# CONTRACT AWARD

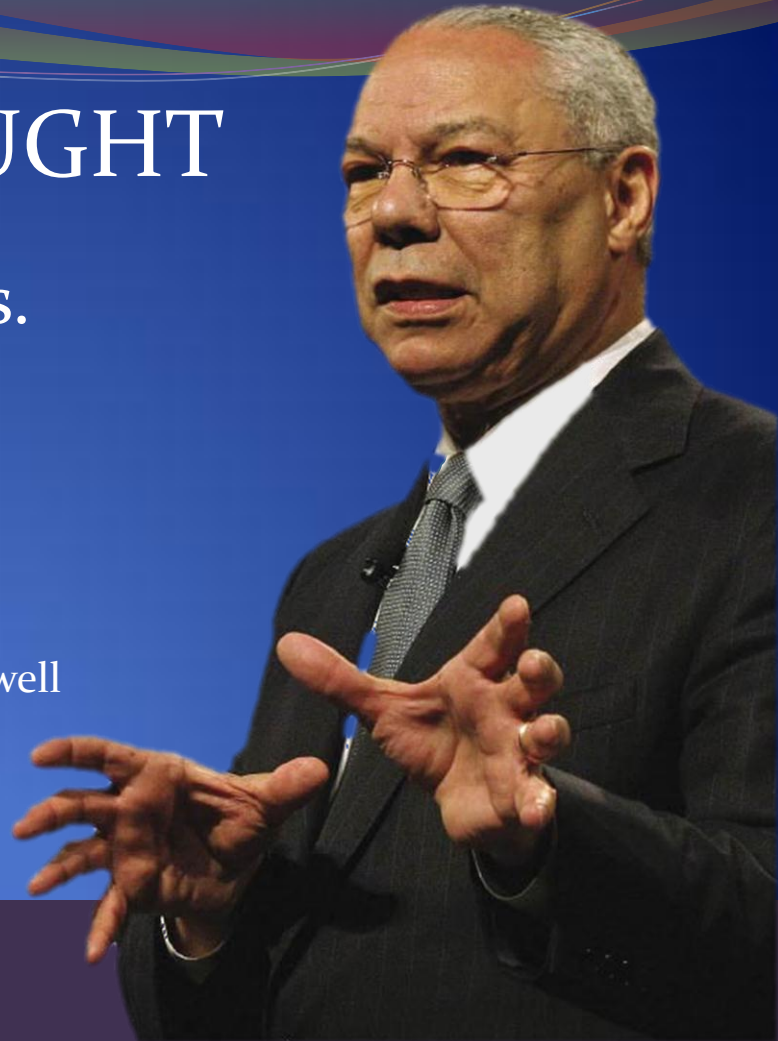
- Contracts up to \$100k will be awarded by SANBAG's Executive Director
- Over \$100k, the Board will award
- Firms will be notified prior to award
- Ask for a debriefing



# FINAL THOUGHT

“There are no secrets to success.  
It is the result of preparation,  
hard work, and learning from  
your mistakes.”

Colin Powell





# QUESTIONS